

**MINUTES
PLANNING AND ZONING COMMISSION
DATE FEBRUARY 2, 2021
6:30 p.m. BY THE VIRTUAL LINK BELOW**

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Access Code: 800-854-357

1. **CALL TO ORDER** Chairperson Robinson called the meeting to order at 6:31 p.m.
2. **PLEDGE OF ALLEGIANCE** Each person recited the pledge of allegiance as David Douady held the image of the US Flag to the screen.
3. **ROLL CALL: Commissioners present:** Robinson, Tucker and Heeney. Truelsen arrived at the meeting at 7:02 p.m. when the meeting had progressed to Item 8 on the agenda. **Ex Officios present: Trustees** Watters and Lewis. **Staff present:** Manager Charles, Attorney Kelly, Planner Garvin, Building Official Douady and Assistant Clerk Swope
4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.** None declared.
5. **APPROVAL OF THE AGENDA** Commissioner Tucker moved and Commissioner Heeney seconded to approve the agenda.

Yes: all
No: none

6. **PUBLIC PARTICIPATION 5 minutes per person.**
7. **CONSENT AGENDA:**

7.1 Minutes of January 5 2021, Minutes of January 19 2021 Continuation Meeting. Commissioner Tucker checked to see if the roll call was correct for the Continuation meeting. The matter was reviewed by the Assistant Clerk who found no evidence that Commissioner Truelsen attended the January 19, 2021 meeting.

7.2 Continue this meeting to February 16, 2021 6:30 p.m. same virtual link.

Commissioner Heeney moved and Commissioner Tucker seconded to approve the consent agenda.
Yes: all
No: none

8. **STAFF REPORTS: Short Term Rental Combined Meeting review. Lessons learned. STR doc.**

The Commission and the staff reviewed the content of the Board to Commissioners meeting concerning Short Term rental Regulations. Overall, the Commission finds that the Board needed to have more background on the material presented by the Commission. Planner Garvin suggested the P & Z Commissioners either present the material to the board for discussion or present the material to the board with their recommendations and ask for a single response from the whole board. The Commissioners favored the presenting the sections as complete and recommending to board for approval and allow the board to collectively respond to the sections. Ideally there would also be a brief educational piece included.

The breakdown of items to address from the Board were; possible different standards for "hosted" vs "un-hosted" premises, the total number of permits allowed and the impact of parking in the residential zones.

At this meeting the staff presented four standards for the Commission to finalize in the Short-Term Regulation to complete the section and recommend it for adoption by the Board. First is the number of permits allowed in town. Planner Garvin advised the Commission to avoid future litigation liability by starting with a small total number that can be revised as the market demands as opposed to having too large a number or no limit. There was a consensus that an evaluation of the regulations within one to two years was important. Second is number of permits per street segment. The Commission discussed allowing more than one per street segment on opposite sides of the block and some separation between premises. The third standard is parking; both on street and off street. In the downtown residential district existing off street parking is minimal. The group advocated for some on street parking for STRs. The fourth standard is determining the zones where the use will not be permitted. The zone districts where Short-term permits would not be permitted was determined to be Mobile Home zone district and Public zone district. Chairperson Robinson called for straw poll votes on three of the standards that have had mixed opinions. The results are as follows:

Concerning **number of permits** including hosted occupancy. i.e. Bed and Breakfast

Staff originally recommended 15 to 20 and P & Z chose 30 total.

Tucker: 22 total and 2 yr evaluation

Robinson: 22 total and 2 yr evaluation

Truelsen: 20 and 1 yr evaluation

Heeney: 22 total and 2 yr evaluation

Lewis: 15-20 or a percent

Watters: 20 total and re-evaluate in 1 yr

Concerning **# per street segments**. Staff recommends 2 per segment opposite sides 150 feet separation.

Tucker: 2 per street

Robinson: 2 per street a distance from another

Truelsen: 1 each side not next to another

Heeney: no limit

Lewis: 1 – 2 per street with distance from another

Watters: distance separation

Concerning **parking on street and off street**

Tucker: 1 on street – 1 off street

Robinson: Wants to be conservative on the requirements of off-street parking.

Truelsen: Be conservative about off street parking requirements to retain landscapes.

Heeney: no requirements in the downtown development

Lewis: max 2 on street 1 off street.

Watters: 1 on street and 1 off street

9. **ITEMS CONTINUED FROM PREVIOUS AGENDAS** **These items were not discussed at this meeting. The plan is to complete the Short-term Rental regulations at the next meeting and recommend them to the Board for adoption.

9.1 Final review of Article 8 Landscaping, Screening and Trees.

9.2 Dolores LUC update for Article 8 - to lead Article 8 Public review.

10. **PENDING ITEMS FOR FUTURE AGENDAS:**

10.1 Article 12 Outdoor lighting

10.2 Article 6 Site / Structure Standards

10.3 Article 4 Specific Use Standards

10.4 Article 11 Hazards Planning

11. **ADMINISTRATIVE:** none

12. Continued at 8:51 p.m.to February 16, 2021

Linda Robinson, Chairperson

Ann Swope, Assistant Clerk